18 November 1970

MEMORANDUM FOR: Director of Personnel

THROUGH   : Deputy Director of Personnel for Plans and Control

SUBJECT   : Establishment of Computer Controls for Assignment
                  and Promotion of Agency Personnel

                                                                    25X1A
REFERENCE   : Discussions with Mr. ███████████, Chief, Staff
                  Personnel Division/OP and Mr. ████████ Chief, 25X1A
                  Professional Selection Branch/OP

        The following proposals related to the establishment of computer
control over the assignment of General Schedule (GS) employees to Staff,
Military and Project positions, and specific control of all promotion
actions are outlined for your review, concurrence and approval. These
controls are over and above the normal edit/validate control features
established for the Staffing System within the overall Human Resources
Systems (HRS). As such, your response has a definite bearing on the
anticipated completion of the Design Phase of the Staffing System.

        Pending your review and approval, the Staffing System will be
placed in a suspense state.

BACKGROUND INFORMATION

        It is planned that the new "Request For Personnel Action" (Form
1152) contain the following information for use by Placement Officers
in the visual verification of request actions.

        1. Position Title

        2. Position Schedule and Grade

        3. Position Subcategory, which includes the type of position
(staff, military, or project) and also the code for the status of the
position (professional, technical, communications, etc.)

        4. The position career service designation

        5. The position number (slot number)

ASSIGNMENT CONTROLS

1. Monitoring of employees assigned to "Limited" or "Flexible" positions.

There will be no computer monitoring of the number of employees assigned to a "Limited" or "Flexible" position.

2. Difference in the Career Service designation of the employee and that of the position.

There will be no computer controls established to reject a Request for Personnel Action that has a difference in career service designation. This monitoring will take place through visual verification by the placement officer prior to the submission of the "Request for Personnel Action" to the computer.

3. Grade of employee greater than grade of position.

The computer will reject a Request for Personnel Action if the grade of the employee is greater than the grade of the position and Personal Rank Assignment status is not indicated.

4. Grade of employee is more than two (2) grades lower than the grade of the position.

The computer will reject a Request For Personnel Action that assigns an employee to a position where the position grade is more than two (2) grades higher than the grade of the employee, unless a Development Complement Category (On-the-job-training) is indicated. A separate paper on the Development Complement and suggested revision for use and categories therein will be submitted for your approval in the near future.

5. Downgrading a position (i.e., GS-07 to GS-06).

Computer controls will be established to notify the appropriate office and the Director of Personnel when the present incumbent(s) of a downgraded position should be placed in a Personal Rank Assignment status or be reassigned to a different position.

6. Upgrading a position (i.e., GS-06 to GS-07).

Computer controls will be established to automatically eliminate the existing "Personal Rank Assignment" status of the individual(s) affected by the position upgrading.

7. Slash grade position (GS-05/07) - Incumbency allocation only.

    Computer controls will be established to notify the Director of Personnel when an incumbent vacates an incumbency allocation position so that necessary action may be taken to downgrade the position to its original status.

8. Deletion of a position.

    Computer controls will be established to automatically place the incumbents of the deleted position in a Pending Reassignment Category. This will be accomplished to the third level of organization, or above, i.e. Branch in DDP; or the Division level and above for the remainder of the Agency.

9. Supergrade positions.

    No special controls will be established for the assignment of employees to supergrade positions.

10. Supergrade employees assigned to a Development Complement Status.

    Computer controls will be established to reject all requests for Personnel Actions that are assigning Supergrade employees to a Development Complement status where a Personal Rank Assignment condition is not indicated.

11. Project positions.

    No special controls will be established on the assignment of employees to project positions.

12. Military Positions.

    No special controls will be established on the assignment of employees to military positions.

13. Personal Rank Assignment.

    Only General Schedule (GS) employees will be checked for a Personal Rank Assignment condition.

14. Assignment of non-clerical employees to a clerical position.

    Requests for personnel actions assigning non-clerical employees (professional, technical, and communications) to a clerical position will be rejected, unless an override indicator is so noted on the Form 1152.

15. Assignment of clerical employees to a non-clerical position.

No special controls will be established for the assignment of clerical employees to a non-clerical position.

16. Non-clerical position changed to a clerical position.

Computer controls will be established to notify the appropriate office and the Director of Personnel so the present incumbents of the position can be reassigned to a different position.

17. Non-clerical employee changed to a clerical status.

Computer controls will be established to notify the Director of Personnel when a non-clerical employee is changed to a clerical status.

18. Checking of rating on last Fitness Report prior to processing a "Promotion" action.

No computer controls will be established to check the rating on the last Fitness Report of the employee prior to processing a "Promotion" action. Staff Personnel Division/OP indicates that this check will be accomplished prior to the introduction of the action to the computer.

It is recommended that the above computer controls be established for the Staffing System.

25X1A

Task Force Leader
Human Resources Systems

25X1A

CONCUR:
(Director of Personnel)
See memo fr DD/Pers/P&C to Task Force Leader
dtd 10 Dec 70, same subject